



# TANZA WATER DISTRICT

## CASH MANAGEMENT CONTROL PROCEDURE

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Document No.	TWD-QP-ACM-003	Rev. no.	Ø	Page 1 of 5

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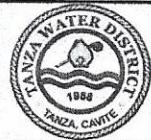
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# Cash Management Control Procedure

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## 1.0 OBJECTIVE

The purpose of this procedure is to establish the appropriate process of collection, remittance and recording daily collections of Tanza Water District.

## 2.0 SCOPE

This procedure covers the process of Tanza Water District of cash collection up to the transfer of cash to the authorized bank for deposit.

## 3.0 DEFINITION OF TERMS

- 3.1 Cash Receipts and Deposits Record (CRDR) – is a record that shall serve as a report of the teller on his/her collections and deposits.
- 3.2 Cash Receipts Register (CRR) – is maintained to monitor the cash collections and deposits and to summarize the breakdown of receipts received as of specific date.
- 3.3 New Government Accounting System (NGAS) – is the simplified set of accounting concepts, guidelines and procedures designed to ensure correctness of such and also the correctness, completeness and timeliness in the recording of government financial transactions and production of financial reports.
- 3.4 Public Assistance and Complaints Desk (PACD) – help desk dedicated in counseling or responding to queries and assistance on transaction matters of the organization
- 3.5 PWD – Persons With Disability

## 4.0 REFERENCE DOCUMENTS

- 4.1 New Government Accounting System
- 4.2 Republic Act No. 9485

## 5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The PACD shall be responsible for the issuance of transaction numbers.
- 5.2 The Customer Service Assistant shall be responsible for providing account information.

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# Cash Management Control Procedure

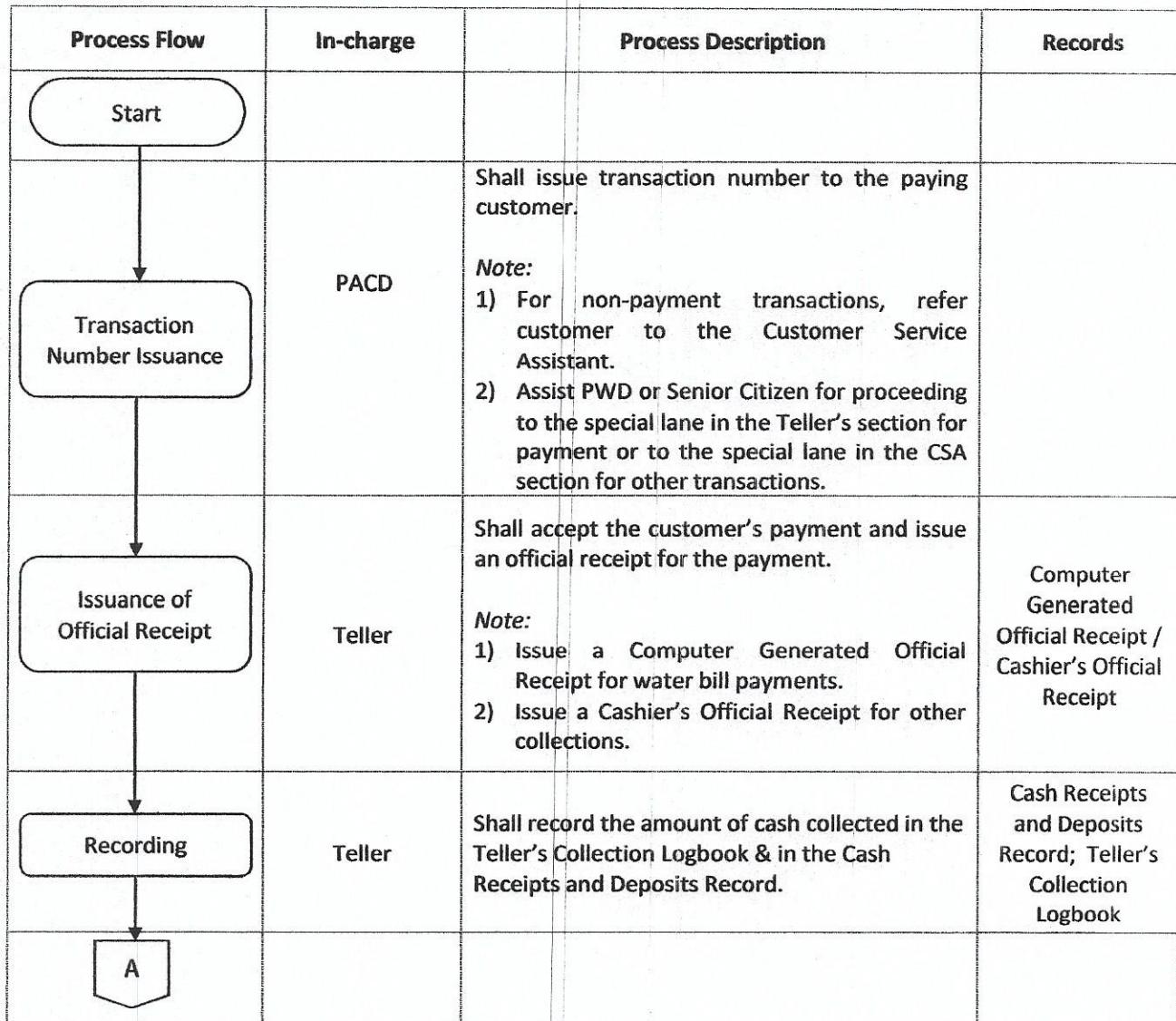
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5.3 The Teller shall be responsible for collection and issuance of receipt.

5.4 The Cashier shall be responsible for the remittance of collection.

## 6.0 PROCEDURE DETAILS

### 6.1 General Flow of Collection



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Submission	Teller	Shall turn-over the amount of cash for deposit to the Cashier and record it in the Cash Receipts and Deposits Record.	Cash Receipts and Deposits Record
Final Review	Cashier	Shall consolidate the amount of daily collections of all the tellers and record it in the Cash Receipts Register.	Cash Receipts Register
Approval of Registration	Cashier	Shall record amount of deposits in the Deposits Logbook and in the Cash Receipts Register. Shall transfer collections to the authorized bank for deposition in the registered bank account.	Deposits Logbook; Cash Receipts Register
Document Distribution	Teller and Cashier	Shall reconcile the balances of cash collections and cash deposits.	Cash Receipts and Deposits Record; Cash Receipts Register
End			

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## 6.2 Reports

Reports	Frequency	Responsible
Cash Receipts and Deposit Records	Daily	Teller
Cash Receipts Register	Daily	Cashier

## 7.0 PERFORMANCE INDICATORS

- 7.1 The Teller shall ensure proper handling of payment transactions and guarantee the correctness of cash balances.
- 7.2 The Cashier shall safeguard the daily deposits, reconcile the amount of cash collection to actual cash balances and make sure that all transactions are accounted for.

## 8.0 ATTACHMENTS & FORMS

### 8.1 Forms

- 8.1.1 Cash Receipts and Deposits Record
- 8.1.2 Cash Receipts Register

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## Republic of the Philippines

## Tanza Water District

Tanza, Cavite

## CASH RECEIPTS AND DEPOSITS RECORD

Fund : \_\_\_\_\_

CRDR No. \_\_\_\_\_

## CERTIFICATION

I hereby certify that the foregoing is a correct and complete record of all collections and deposits had by me in my capacity as \_\_\_\_\_ of \_\_\_\_\_ during the period from \_\_\_\_\_ to \_\_\_\_\_, inclusives, as indicated in the corresponding columns.

Name and Signature

Date